**Attachment 17**

**Checklist**



**Superior Court of California COUNTY OF ALAMEDA**

Procurement Unit Rene C. Davidson Courthouse   
1225 Fallon Street Ste. 210, Oakland, CA 94612

**Required Attachments**

Acceptance of the Terms and Conditions (Attachment 3)

General Certifications Form (Attachment 4)

Darfur Certification (Attachment 5)

Payee Data Record (Attachment 6)

Unruh Civil Right Act (Attachment 7)

Iran Contracting Certification (Attachment 8)

Small Business Declaration (if applicable, Attachment 9)

Bidder Declaration, DVBE Incentive (if applicable, Attachment 10)

DVBE Declaration(if applicable, Attachment 11)

Contact Sheet(Attachment 13)

Reference Check Form (Attachment 14)

**Required Documents – Technical Proposal and Cost Proposal**

**Technical Proposal (RFP Section 7.1)**

Required Attachments (see above list)

Provide a separate answer sheet to the questions listed in Attachment 15 (Technical

Proposal)

If Corporation, LLC, LP, or LLP, proof of good standing in California *(RFP section 7.1.c.xi)*

Copies of current business licenses, professional certifications, or other credentials *(RFP section 7.1.c.xii)*

**Cost Proposal (RFP Section 7.2)**

Cost Proposal Template (Attachment 16)

**Submission of Proposal (RFP Section 7.2)**

The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.

Proposals must be emailed to [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov) and received no later than the RFP deadline of **March 26, 2026 by no later than 2:00 p.m.** pacific time.

**The proposals must be submitted in two files, the technical proposal and the cost proposal.**